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Highlights of Payroll Preparation Procedure and Supporting Work Currently in Effect

NOTES: (1) The work relative to regular salary checks which are to be issued on any given pay day begins the second week of the previous pay period.

(2) These notes are meant to combine essential details and to be as complete as possible in order to serve as a reference guide.

(3) This supersedes all previous similar instructions on the same subject except any regular office issuances which may deal with certain parts of this document.

SECTION I Second Week

A. Payroll Preparation - Permanent changes

1. At this time all permanent type changes such as personnel actions, tax codes, bonds, etc., to be effective at the beginning of the pay period being processed will be worked up. All documents effecting such changes which are on hand by Monday of the second week and those received afterwards but not too late to include will be considered. Efforts are being made to establish a deadline for receiving and effecting these permanent type changes, such as Monday of second week. These permanent type changes will be effected by using the IBM change slips, now separated from the T/A's, from your permanent file of change slips. They will be completed through the New Normal Pay line only, and filed in a Control folder with the usual Certification sheet filled in accordingly. This folder will be called the Permanent Change Control and when completed it is finished business. That is, the New Normals now established become the Old Normals.

2. The Permanent Change Control will be completed by the payroll clerk, audited by his supervisor and forwarded to the Machine Records Division by 1530 Wednesday of the Second week.

NOTE: Filing of Form 50, Personnel Actions.

When processing actual pay at a new rate in the Temporary Change Control because it was received too late to include in the Permanent Change Control, file the Form 50 in the Control where the Permanent change was made regardless of where any temporary pay was made at the new rate.

3. Machine Records Division will punch and balance the "New Normal", run new change slips and return them with the Permanent Change Control to the Payroll Branch not later than Friday of the same week.

4. Payroll clerks will then interfile the new change slips with those in their regular change slip file for future use.

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B. Supporting Miscellaneous Work

1. Processing terminations, mailing bonds, working up Form 2's, filing Form 71's and all such many and varied miscellaneous duties will have to be accomplished on opportunity efforts during the two week payroll cycle.

SECTION II First Week

A. Payroll Preparation - Temporary changes

1. Monday
   a. Time and Attendance Reports start arriving and should be all in our office by 1300.
   b. Check T/A reports against the 1137's to determine which ones may be missing and list them; also to collect those not pertaining to the payroll being checked.
   c. Place your surplus reports in the Central Locator file and retain your list of missing ones for use in obtaining your missing ones either from the Central Locator file or elsewhere.

Our Goal is to reach this point by 1700 Monday night.

2. Tuesday
   a. Audit the T/A reports for certification, completeness and correctness while posting annual and sick leave [redacted] only or; if no leave taken, place a dash in these blocks to indicate it was not overlooked. Extending the leave taken to total columns, leave accrual and other work on the 1137 will be carried out after the payroll preparation period is completed.
   b. In all cases where the leave taken is very close to the credit balance, and a possible LWOP situation is apparent, the 1137 will be completed immediately.

3. Tuesday and/or Wednesday
   a. Sort T/A's into three groups as follows:
      1. Straight 80 hours (no leave and no add Comps.)
      2. Leave and Add. Comp.
      3. Manual Comp.
   b. Run tapes on numbers of hours on the additional compensation cases. Following completion the tapes will be audited and forwarded to Machine Records Division with the T/A's of Group 2 above - Leave and Add. Comp. The T/A's in Group 1, straight 80 hours with no leave and no Add. Comp., will not be sent to Machine Records at all but will be retained here.

NOTE: When assembling the Controls it will be necessary then to interfile only one group with another - Group 2 with 1.

4. Wednesday and/or Thursday
   a. Compute the Manuals - those in Group 3 referred to above. These Manuals are temporary in nature, such as LWOP, retroactive adjustments, etc. That is, a Manual here is a "Manual pay this period Computation" only and does not change a salary permanently.

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NOTE: (1) There undoubtedly will be emergency cases here there a permanent type change will have to be considered because it was received too late to include in the Permanent Change Control processed the previous week. In such cases, the pay this period only will be computed, flagging the case for the Normal pay lines to be permanently changed in the next Permanent Change Control.

(2) This type of change slip must be coded 3 and 6 so that the employee will be issued a check, a change slip returned and other essential details taken care of.

(3) All routine reassignment actions received too late to process in the Permanent Change Control in which they belong will be held over until the next one.

(4) In all cases where we compute an employees pay change or actual pay, we will use the change slip from our change slip file. If there is none available, then one will be made up, everything else being equal.

b. Following the regular audit of these accounts, a control will be run, the figures entered on the Certification Control Sheet in the Permanent Change Control previously set up and the whole thing forwarded to the Machine Records Division.

NOTE: (1) The MRD will return new change slips on this second group by noon Monday of the second week to be intermixed with those left on hand.

(2) The second half of the Permit Control shall be termed Temporary Change Control to differentiate between it and the Permanent Change Control. When both parts are completed, then it becomes the Final Payroll Control.

Our Goal is to complete the Temporary Change Control and Forward the Payroll Control to MRD by 1300 Tuesday night of First week.

SECTION III Special Miscellaneous Notes and Instructions

1. Missing T/A's

If any T/A's are not obtained from checking the Control Locator file or by calling the T/A clerk by 1700 Tuesday night of first week, no further attempts will be made to obtain the but use a dummy T/A and place a hold on the check to be issued, writing later on the check issue listing in sufficient detail as to why check is being held so that the payroll clerk will know what steps to take accordingly.

2. Uncompleted or Incorrect T/A's and/or Missing Necessary Supporting Attachments.

The same instructions in paragraph 1 above on Missing T/A's apply here also.

EXCEPTION: In cases where a Form 71 and/or doctor's certificate is not attached but a note is in the remarks column that one is forthcoming, do not hold the check; but make a record of it and if it is not sent in by a responsible lapse of time according to your judgment based upon the individual case, then hold the following check.

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The only additional compensation to be computed by the payroll clerk will be that which is involved in Manual pay this period computations.

NOTE: Any overtime worked in the past but not previously paid which is now to be paid as a part of current salary can be handled as an IBM Add. Comp. Just audit as usual, (making sure that O/T pay for only one pay period does not cause the aggregate Comp. to exceed the Stat. Limit) add to the currently performed overtime, if any, initial the total to be paid and forward the T/A with the Add. Comp. group. However, if such overtime happens to involve at least two rates of O/T pay due to a promotion for example, then the entire computation becomes a manual as indicated above.

3. Statutory Limitation Cases.
The new limitation on the amount of compensation, including premium pay, for any one pay period is $480.00

A. All Statutory Limitation Cases resulting from paying for currently performed overtime will be detected by IBM when they are running the Add. Comp., and will be adjusted accordingly;

B. If any audit of retroactively performed overtime reveals that the aggregate compensation for any one pay period exceeds the Stat. Limit, that particular case will be made a manual and computed accordingly.

4. Miscellaneous Notes.

A. In transferring among payrolls, the losing clerk will use his permanent file change slip to remove the employee pay from his controls, and the receiving clerk will make up a change slip to enter the employee's control in his controls; the IBM will then forward a change slip to the receiving clerk for his file.

B. If auditing a T/A indicates changes in totals of time worked and/or absent, be sure that all totals are correctly changed and initialed as IBM will depend on all totals being correct. This is especially important in Add. Comp. cases as IBM will pay the amount shown in total.

C. Be sure that all Manual Pay this Period Computation T/A's are retained here to go in the Control to IBM as heretofore; otherwise, an employee could easily be paid twice for the same Add. Comp.

D. The Manual pay this period Computation T/A's will be filed as a group underneath their respective change slips on the left hand side of the Control folder. The other T/A's will be filed on the right side of the folder as before.

E. A special clerk job is now functioning, one phase of which is to post all Form 50's to the index cards on the wheel for all payroll clerks. However, this centralized posting will not commence until a more appropriate time and notice to that effect will be issued.

F. The spirit of teamwork should be cultivated not only within [illegible] assistance possible to one another when needed and as we are able.

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6. When a supervisor is overloaded with auditing the work of her clerks, the clerks should be called upon to assist as long as no clerk audits her own work.

If no further payments are due following removal Code 2 only

SECTION IV How to Process Certain Cases

1. Straight Resignation

   Use the change slip concurred from the permanent file and code it 2 and 3, mark it "Remove T" and run it in the Permanent Change Control - second week. This case is coded 3 so that a change slip without Normal will be returned to pay L&L, etc., in the subsequent Temporary Change Control. (Do not mark this actual pay change slip "remove T").

2. Extended Leave Without Pay with Certain Amount of Pay Due the Same Period

   This case is handled exactly the same as 1 above except the change slip will be marked "remove L".

3. Extended Leave Without Pay with No Pay Due

   Process same as 1 above except the change slip is coded 2 only and it will be marked "remove L".

4. Restoring Employees to Rolls for Additional Pay Who Have Been Formerly Removed either T or L

   A. Second Week

      Make up change slip, omitting the Normal, Mark it "Remove T or L" and code it 2 and 3 as the case may be.

   B. First Week

      Use the change slip which resulted from action taken in A above, compute actual pay and code it 6.

   C. Restoring to Rolls in First Week when Information was Received too Late to Include in the Permanent Change Control of the Second Week

      Make up change slip, omit normal, code 3 and 6 and do not mark it "Remove T or L" as case may be. Compute the pay this period.

NOTES

DEFINITIONS:

Second Week - Means the second week of any one pay period in which we process the Permanent changes to be effected the pay period commencing the following week.

First Week - the first week of any one pay period when we process the Temporary Changes to be effected that pay period.

Permanent Change Control - the Control which we prepare the second week to become the first part of the Payroll Control for the next following pay period.

Temporary Change Control - the second part of the payroll control which we work up the first week of the pay period.

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Remove L - returns to remove [illegible] pay from the Controls on a temporary basis.

Remove P - to remove normal from Controls permanently such as a straight and final resignation.

Action Code Meanings - In certain cases the coding of change slips may seem confusing, such as coding as (3) even though the employee is not getting a new normal. It need not be so because such action is taken only so that a change slip will be returned for future use. In other words, the action coding carries the meanings as indicated but has assumed certain additional significance under the new procedure.

Special Note:

All 3 15 change notices for the pay period in which the change is to be effective must be forwarded to Machine Records Division by the time the Permanent Change Control is submitted to Machine Records.

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